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(64)

6 January 1954

MEMORANDUM FOR:

25X1

SUBJECT : Report of Message Center Operations,
1 - 31 December 1953

1. Cables Processed

a. Tab A provides statistical data regarding cables processed during the month of December 1953. Only a fractional increase in total messages handled was noted but the total words increased 3%.

b. Cables briefed for, and distributed to the Director totaled 631 or 6.2% of the total messages handled.

c. Tab B is a comparison of November-December totals.

d. Tab C provides percentile statistics concerning categories of Administrative, Operational and Intelligence traffic.

e. Tab D concerns percentile statistics separated by Division, Staff or Office.

f. Tab E is a copy of a Memorandum for the Record covering the periodic review of one day's incoming cables by DD/I's representative,

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g. During December 1953 a total of 117 cables were suspended for DD/I resulting in the following actions on the part of the Area Divisions concerned:

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Released to the DD/I by Added Distribution	60
Preliminary Disseminations distributed to DD/I	28
Teletypes to OCI also distributed to DD/I	12
Memorandum dissemination to DD/I and OCI	5
Not disseminated to DD/I	12

In each instance in which the proposed cable was not cleared for dissemination to DD/I, the Cable Secretary concurred in the reasons given by the action office. (Controversial cases, when they arise, will be referred to EA/DCI for further consideration.)

2. Vital Documents

A microfilm copy of the Cable Secretariat Cryptic Reference File was deposited with our Vital Documents at _____ on 11 December 1953.

3. Personnel

a. Our personnel position changed little during the month, we gained one and lost one.

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b. [] a member of our Assistant Duty Officer staff received a commendation from WE Division. The original has been sent forward to the Personnel Office to be placed in her file and an information copy is attached hereto as Tab F. ✓

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c. [] Cable Secretary, returned to duty on 23 December 1953 on completion of approximately four months temporary duty at Fort Leavenworth, Kansas.

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4. General

The Cable Secretariat's revised T/O, approved by you in November 1953, was also approved by the Wage and Classification Division on 9 December 1953 without change.

[Redacted Signature]

Cable Secretary

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GWB:tac

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SECRETMONTHLY TRAFFIC FIGURES

December 1953

TYPE	TOTAL CABLES	TOTAL COPIES	AVG. NO. OF COPIES ISSUED	
IN Cables	5,381	77,548	14.4	<u>14.6</u>
IN Sensitive and Top Secret Cables	1,153	7,316	6.3	<u>6.6</u>
OUT Cables	3,045	44,265	14.5	<u>14.1</u>
OUT Sensitive and Top Secret Cables	541	3,086	5.7	<u>6.0</u>
Preliminary Dissems	195	4,485	23.0	<u>23.</u>
TOTAL	<u>10,315</u>	136,700		<u>6.9.3</u>
PREVIOUS MONTH	10,210	140,021		
INCREASE or DECREASE	+ 105	-3,321		

Cables selected and routed to the Director:

OCTOBER 710

NOVEMBER 774

DECEMBER 631**SECRET**

TYPE	NOVEMBER	DECEMBER	INCREASE OR DECREASE
IN Cables	5,411	5,381	— 30
IN Sensitive and Top Secret Cables	1,098	1,153	+ 55
IN TOTAL	6,509	6,534	Net + 25
OUT Cables	2,935	3,045	+ 110
OUT Sensitive and Top Secret Cables	505	541	+ 36
OUT TOTAL	3,440	3,586	+ 341
IN and OUT TOTAL	9,949	10,120	Net + 171
PDs	261	195	— 66
OVERALL TOTALS	10,210	10,315	Net + 105

Percentile statistics separating traffic, on an Agency-wide basis, into the three categories of Operational, Administrative and Intelligence for the month of December 1953.

	INCOMING		OUTGOING	
Operational	74.9	71.3	68.9	67.9
Administrative	20.2	22.0	26.5	25.9
Intelligence	4.9	6.7	4.6	6.2

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Percentile statistics separating traffic, on a Divisional basis, into the three categories of Operational, Administrative and Intelligence for the month of December 1953:

	EE	FE	NE	SE	WE	WH	SR
Outgoing Operational	25.0	25.4	16.1	9.2	16.7	5.2	2.4
Outgoing Administrative	21.8	41.0	13.4	5.9	9.4	6.0	2.4
Outgoing Intelligence	21.1	35.5	23.7	3.3	11.8	3.3	1.3
Incoming Operational	30.0	28.9	11.4	6.9	15.1	5.7	2.0
Incoming Administrative	20.9	45.7	13.2	5.0	6.5	8.1	.6
Incoming Intelligence	6.1	43.0	22.3	14.6	9.9	3.8	.3

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Percentile statistics on traffic exchanged with the overseas geographic areas represented by the various Foreign Area Divisions:

	EE	FE	NE	SE	WE	WH	SR
Total traffic, IN and OUT	25.9	31.9	13.6	7.3	13.6	5.8	1.9
Total traffic, OUT	23.9	29.9	15.8	8.0	14.5	5.4	2.5
Traffic, OUT, Non-sensitive	23.9	30.3	16.3	7.7	14.0	5.3	2.5
Total, OUT, Sensitive and TS	23.8	25.1	9.4	12.8	21.7	6.8	.4
Total Traffic, IN	27.0	32.9	12.3	6.9	13.2	6.1	1.6
Traffic, IN, Non-sensitive	27.4	33.4	12.5	6.0	12.8	6.0	1.9
Traffic, IN, Sensitive and TS	24.6	30.0	11.7	11.9	15.5	6.3	-

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Percentile statistics showing assignment of action on incoming cables or confirmation on outgoing cables by organizational component. (Those components receiving less than one percentile of the total are ignored in this compilation.)

COMPONENT	<u>OUTGOING</u>	<u>INCOMING</u>
EE	16.0	18.7
FE	24.4	29.0
NE	12.3	9.0
SE	7.7	6.8
SR	6.4	6.6
WE	9.7	8.8
WH	4.4	5.1
FI/STD	-----	1.1
PP/IOD	3.0	2.7
TSS	1.9	1.7
COMMO	4.0	3.6
FD	2.3	3.7
LO/TD	2.1	-----